

**Mono County
Community Development Department
Planning Division**

P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801
commdev@mono.ca.gov

P.O. Box 8
Bridgeport, CA 93517
(760) 932-5420, fax 932-5431
www.monocounty.ca.gov

**LOT MERGER
INFORMATION**

INTRODUCTION:

A lot merger is the process of combining two separate and distinct parcels into one parcel. Lot Mergers are processed by the Planning Division at the request of property owners. A merger process takes approximately two to three weeks.

APPLICATION PACKET SHALL INCLUDE:

- A. Completed application form.
- B. Signed and notarized Merger Notice.
- C. Detailed Plot Plan meeting the requirements of the attached Plot Plan guidelines (one copy no larger than 11" x 17").
- D. Deposit for project processing: See Development Fee Schedule for Lot Merger.

APPLICATION REVIEW PROCEDURE:

- A. **Application packet submitted** to the Planning Division.
- B. **Planning staff review** of the application packet. If it is determined incomplete, the applicant will be notified of the deficiencies. If deemed complete, Planning Staff will proceed with processing.
- C. **Staff verification** of property ownership, property tax, and zoning consistency. Once the packet is complete, staff will verify property ownership, check on the status of property taxes for the parcels, and verify that the proposed merger is consistent with applicable county policies.
- D. **Review and approval by Director.** The Planning Director will review the merger application and pertinent background information and take action. The merger may be: 1) denied, 2) approved, or 3) approved with conditions. The applicant will be notified of the Planning Director's decision.
- E. **Appeal of the decision.** The applicant or other interested parties can appeal the Planning Director's decision to the Planning Commission. If an appeal is filed, the merger will not be recorded at the County Clerk-Recorder's office until the Planning Commission considers the appeal and renders a decision. A completed appeal application with accompanying fees must be filed with the Planning Division within 15 days of the decision date.
- F. **If no appeal is filed**, Planning staff will record the Merger Notice at the County Clerk-Recorder's office.

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LOT MERGER
APPLICATION

APPLICATION _____	FEE _____
DATE RECEIVED _____	RECEIVED BY _____
RECEIPT _____	CHECK _____ (NO CASH)

APPLICANT AGENT _____

ADDRESS _____ CITY STATE ZIP _____

TELEPHONE (_____) _____ E-MAIL _____

OWNER, if other than applicant _____

ADDRESS _____ CITY STATE ZIP _____

TELEPHONE (_____) _____ E-MAIL _____

PROJECT DESCRIPTION: Assessor's Parcel _____

APPLICATION PACKET SHALL INCLUDE:

- A. Plot Plan: A reproducible Plot Plan map, preferably on .5 x 11 (maximum size 11" x 17") drawn to a legible scale that illustrates the lot merger. The Plot Plan must contain sufficient detail to verify conformance with existing zoning and building regulations. The Plot Plan must illustrate the following items where applicable: (a) existing and proposed lot areas (b) existing surface and subsurface structures and improvements (c) existing septic system and well locations (d) streams and waterways (e) existing proposed easements and access routes and (f) any unusual topographic features or other information (such as compliance with minimum setback requirements) that may be pertinent to review and approval of the application.
- B. Appropriate application fee: See Development Fee Schedule.
- C. Signed Lot Merger Notice form.

I hereby certify that I/we are the owners of the subject property or that I/we have been authorized by the owners to process this application.

Signature

Signature

Date

RECORDING REQUESTED

Community Development Department

AND WHEN RECORDED MAIL TO:

Mono County Planning Division
P.O. Box
Bridgeport CA 93517

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

**LOT MERGER NOTICE
FOR REAL PROPERTY IN MONO COUNTY**

PARCELS TO BE MERGED: Assessor's Parcel Numbers and or deed reference.

SIGNATURE OF RECORD TITLE OWNERS: This document will be recorded. All record title owners must sign below, and their signatures must appear as reflected on the recorded deeds. *All signatures must be notarized.*

I we hereby attest by my our signature(s) hereon that I we am are all the record title owner owners of the above-referenced real property. I we also affirm that said property consists of two or more continuous lots under our common ownership and that I we understand that recordation of this Merger Notice shall cause the subject parcels to be merged into one parcel and that further actions to sell, lease or finance portions of said parcel shall be subject to applicable provisions of the county subdivision regulations.

I we hereby attest by our signature(s) hereon that I we have initiated this merger and are requesting that the County record this Merger Notice therefore, I we do not wish to have a protest hearing to present evidence as to why this Merger Notice should not be recorded and by our signature hereon I we understand and expressly waive any and all rights to such a hearing.

_____ Name	_____ Notarized signature	_____ Date
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_____ Name	_____ Notarized signature	_____ Date
---------------	------------------------------	---------------

_____ Name	_____ Notarized signature	_____ Date
---------------	------------------------------	---------------

_____ Name	_____ Notarized signature	_____ Date
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COUNTY APPROVAL: This Merger Notice has been reviewed and approved by the Mono County Planning Division.

ATTEST: _____
Signature Date